



SEPTEMBER 13, 2012

PROGRAM COORDINATOR – CONTRACT SERVICES
CMH12-034

Kalamazoo Community Mental Health and Substance Abuse Services is seeking a qualified individual who has experience working with individuals of diverse racial, ethnic and cultural backgrounds to work full time as a Contract Services Coordinator. The selected candidate will complete contracts with provider organizations, research state/federal regulations, serve as a liaison with affiliate partners, assist with writing policy/procedures, and analyze provider networks. Knowledge of Medicaid behavioral health or community mental health service systems and substance use disorder services is preferred.

The successful candidate must be flexible, organized, and have the ability to work under deadlines. Well-developed written skills, computer skills, and an understanding of contract negotiations are essential. Bachelor's Degree in Human Services, Business, or related field is required. A Master's Degree is preferred. Five years experience in clinical services, mental health services, or provider network services is also required.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; disability and workers compensation insurance; paid holidays, annual leave, sick leave, continuing education, retirement plan and Deferred Compensation Plan.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. Send, fax, or e-mail resume to: HR Specialist, KCMHSAS, 1st wing, 4th floor, 3299 Gull Road, P.O. Box 63, Nazareth, MI 49074, Fax: (269)-553-8012, hr@kazoocmh.org. Refer to job number CMH12-034 when inquiring.

KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed. To learn more about our organization please visit our website at www.kazoocmh.org